

## **STILLWATER COUNTY Job Description**

**CLASS TITLE:** Administrative Support – County Extension Service

**DEPARTMENT:** Montana State University Extension Service

**ACCOUNTABLE TO:** Stillwater County Extension Services Agent(s)

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a wide variety of secretarial work of moderate complexity. In addition, coordinates, plans, conducts, and evaluates County 4-H and Other Youth programs as appropriate. Work varies utilizing individual judgment within prescribed standards and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements include prolonged sitting, bending, stooping, climbing, and lifting up to 50#s (greater with assistance);
- Traveling is required where exposure to inclement weather of heat, cold, rain and snow may occur; Must be able to get in and out of a vehicle;
- Must possess a valid Montana Operator's license.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Files, types statements, correspondence, and other material;
- Provides information to public and operational personnel;
- Receives telephone calls and visitors, routes incoming and outgoing mail, arranges meetings, sends meeting notices, and records minutes;
- Operates photocopiers and other office machines, and computer terminal input;
- Composes some correspondence, processes office and department documents and records;

### **MAY PERFORM SPECIFIC DEPARTMENT DUTIES THAT MAY INCLUDE:**

- The maintenance and balancing of small amount of cash, collecting and accounting for fees and charges, or representing the County Extension Service;
- Preparing reimbursement claims, scheduling use of facilities within established policies, preparing and sending bills and notices as required;
- Follows up on collection, processes routine permit and license applications, determines eligibility of applicants for department programs, registration of applicants, and provides assistance as required;
- Some field work may be required;
- Outlines and helps write newsletters in cooperation with the Extension Office staff;
- Prepares news releases for the local community as part of public relations and general awareness program;
- Organizes training programs for leaders, members, and clubs;
- Initiates routine daily, weekly, monthly, or quarterly statistical operational records and prepares tabulations and summaries often from information which is generally limited;

**CLASS TITLE:** Administrative Support – Extension Service (continued)

- Position requires substantial contact with the public and fellow employees requiring tact and diplomacy; Confidentiality is essential;
- Hazards and discomforts are minor and controllable.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None, however, may supervise youth and adult leaders, and 4-H and Other Youth activities.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school or its equivalent supplemented with office experience and training in Extension Service procedures helpful; some college desirable;
- Two (2) years of secretarial work experience, working with 4-H and Other Youth programs as a leader or counselor desirable;
- Computer skills required;
- Must possess a valid Montana Operator's license.

**EXAMPLE OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Typing is accurate, files maintained in an orderly and appropriate manner, and assigned duties are carried out effectively and efficiently;
- Assigned funds are accounted for within defined procedures;
- Establishes and maintains effective working relationship with fellow employees, superiors, other government agencies, and the public.
- Requires extensive reading to keep current on new projects, activities, and information related to 4-H and Other Youth Programs;
- Assists Extension Agents in coordinating numerous county 4-H and Other Youth events such as school enrichment programs and Youth Fair;
- Assists in compiling necessary reports of 4-H and Other Youth activities and events;
- Recruits and trains new leaders/members;
- Performs other duties as may be assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Written 2-15-2017**